



**MORIN BUILDING
8570 EXECUTIVE PARK AVENUE
FAIRFAX, VIRGINIA 22031**

March 20, 2020

To: All Prospective Offerors

Issued by: Donald R. Legg, CPPO, Procurement Manager

Subject: Addendum # 1, RFP 20-015 – Provide Human Resources Training and Organizational Development Programs and Services

The purpose of this addendum is to answer questions submitted by the specified deadline.

I. General

The deadline for submitting proposals remains unchanged. Proposal acceptance is “Ongoing”. Initial proposal acceptance shall be 2:00, PM, April 10, 2020. All other terms conditions and specifications remain unchanged.

II. Questions and Answers

1. Q. Will proposals be accepted electronically given the current environment and recommendation to stay home?

A. We currently do not have the ability to accept proposals electronically.

2. Q. Are you open to proposals that contain only online learning?

A. Yes

3. Q. Is there a budget identified for these services

A. Yes.

4. Q. Do you currently have a Learning Management System/platform?

A. Yes, it is set up to go live by the end of March.

5. Q. Do you have a need to track performance development/skills or is this purely for training?

A. Both. We would like to track performance development and skills development of our employees and provide training as a resource to them. .

NO OTHER QUESTIONS WERE RECEIVED

III. Acknowledgement

Acknowledge your receipt of, and compliance with, this Addendum by either signing the attached acknowledgement, or referencing its receipt and your compliance, in your bid.

RFP 20-015

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM # 1

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the RFP and any changes thereto made by this addendum.

ACKNOWLEDGED BY:

FOR: _____
Company Name

Date

Signature of Authorized Agent

Printed/typed name

Title